

## Know Your Neighborhood

An important part of running a community association is knowing it. Consider maintaining an archive or historian for the association. Your community newsletter or website are good places for publishing interesting facts for neighbors.

The Mid-County Regional Services Center can help you locate information about your community. Other resources include:

- **Board of Elections** – (voting districts, elected officials)  
[www.montgomerycountymd.gov/elections](http://www.montgomerycountymd.gov/elections)
- **GIS Maps** - [www.montgomerycountymd.gov/gis](http://www.montgomerycountymd.gov/gis)
- **Master Plans** - [www.mc-mncppc.org/community/plan\\_areas/master\\_plans.shtm](http://www.mc-mncppc.org/community/plan_areas/master_plans.shtm)
- **Parks** - [www.mcparkandplanning.org/parks/facilities/find\\_a\\_park.shtm](http://www.mcparkandplanning.org/parks/facilities/find_a_park.shtm)
- **My Montgomery** - <http://www2.montgomerycountymd.gov/mymontgomery/>

## Take a Survey

Use a survey to identify neighborhood issues and allow for feedback for your association meetings. Following are the two most common methods of conducting a written Neighborhood Survey. Method I takes more time initially from the survey takers, but it is more thorough and will return more reliable results. Method II relies on the neighbors to take the initiative to fill out the forms and to not procrastinate. While it is not necessary (and in reality, almost impossible) to retrieve a form from each resident in a neighborhood, your efforts will be most effective the more input you receive from residents.

### Method I

1. Gather 2-4 neighbors together and distribute pencils, survey and clipboards.
2. Assign each person to a particular section of the neighborhood. You may not be able to cover the entire neighborhood in one day—Saturday or Sunday afternoons are best. You may want to spread your effort over a few weeks.
3. Survey takers should knock on every door, introduce themselves, explain why they are there, ask the resident to complete the survey, then note the address on the form and go to the next door.
4. Keep a list of addresses where no one was home or the people did not have the time to complete the survey and return the next day or week.

## **Method II**

1. Gather 2-4 neighbors together to distribute survey sheets to homes in the community. The survey sheets will indicate when the survey takers will return to collect.
2. Assign each person to a particular section of the neighborhood. You may not be able to cover the entire neighborhood in one day—Saturday or Sunday afternoons are best. You may want to spread your effort over a few weeks.
3. Survey takers should return on the date indicated to retrieve the surveys. (They will find that most doors do not have the sheets reattached to the doors, so they will need to knock on each door and probably return a second or third time to retrieve the forms).

## **Online Surveys**

You may also consider an Internet survey. Survey Monkey (<http://www.surveymonkey.com/>) is an excellent recourse to design and deliver an on-line survey.